

## **eForms Registration Instructions**

**This is a two-step process. You must complete both steps prior to being able to submit your AFMER. There will be several days processing time between each step.**

**\*\*eFORMS IS NOT AVAILABLE ON WEDNESDAYS\*\***

**For questions regarding eForms registration, use the Ask the Expert tab located at the top of the webpage.**

### **Step 1**

**Note: You must be an active responsible person on the license to register.**

Access the eForms Registration/Log in screen at [www.atfonline.gov](http://www.atfonline.gov) and then select the eForms option.

Click on the Register button, which brings up the User Registration screen.

Enter the requested/required information.

- Since this is an individual user account, enter your first and last name, not any FFL, AECA or business name.
- Once your first and last names have been entered, you will note that the User ID field has been populated with your eForms User ID. The eForms system generates the User ID. Once registered, you will get a follow-up email with the User ID, but you may wish to note it for future reference.
- The following password complexity rule is in effect but does not appear on the User Registration screen: there must be no fewer than five (5) alphabetical characters in the password.
- When the information has been entered, click the Register button.

### **Step 2**

Once the registration is complete, click to proceed.

You will be directed back to the Registration/Log In screen where you will enter your User ID and password. Click the Log in button.

If you wish to file forms as an FFL, you need to associate your eForms User ID to the FFL. This is done through the My Profile function. Your User ID may be associated with multiple FFLs – a new User ID is not required for multiple associations although each association is done separately.

- Click on the My Profile tab
- Click the FFL/AECA/EIN Access tab
- Click on the Request Access button
- A Request FFL/AECA access window will appear

#### **For FFL association**

- Enter the first 3 digits and then the last 5 digits of the FFL number
- EIN entry is optional
  - Select the role
    - Super User (a Super User is required for each FFL account)
    - Delegate
    - Submitter
- Click the Requested Access button to submit the request. An information notice is generated to advise that the request went into pending status.

For Super User association requests, the requestor will receive an email notification of the final action.

- **Anticipate several days processing time for this request**
- Once approved, the FFL information will appear in the drop-down listing for the selection of the filer.
- The information will also appear in a summary on the My Profile tab.